



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

BUDGET AND GRANTS ANALYST I/II, Limited Term #382

Budget & Grants Analyst I - \$4,432- \$5,761 monthly

Budget & Grants Analyst II - \$5,198 - \$6,757 monthly

Open Until Filled

THE POSITION

This limited term position is an at-will position which is funded through June 30, 2010. The employee can be hired at either level depending upon training and experience. The position will assist the Budget and Grants Division with transition to a new financial management information system. This position performs technical and professional duties in the development, analysis and monitoring of budget, grant and financial documents.

ESSENTIAL DUTIES

- Prepares and administers assigned budget(s); establishes budgets in financial information system; monitors and reports on revenue and expenditure activity.
- Conducts data analysis and research on specific budget issues.
- Performs various analyses to support financial recommendations on variances.
- Prepares monthly budget status reports; prepares budget amendments.
- Develops and reviews presentation materials for the Budget and Grants Manager and senior management.
- Provides information and assistance to staff, the public, subregions, and community groups regarding the assigned budget programs.
- Assists in the drafting and implementation of budget policies; assists in the preparation of other supporting program documents.

IDEAL CANDIDATE QUALITIES...

- Experience working with state and local government budgets
- Experience working with large spreadsheets and Access databases
- Adaptable and flexible worker
- Excellent research and analysis skills

ESSENTIAL QUALIFICATIONS

Education: Both Levels: Bachelor's degree from an accredited college or university with major coursework in business/public administration, finance, accounting, or a related field. A Master's degree may substitute for one year of the required experience.

Experience: Level I: One year of experience performing budgetary, administrative and operational support work.

Level II: Three years of increasingly responsible experience performing budgetary, administrative and operational support work.

Knowledge of:

Both Levels: General principles and practices of government budget and grant preparation and administration; data collection methods and practices; quantitative analysis; project techniques for staffing, resources and projects; research and reporting methods, techniques and procedures; public relations techniques; standard business computer applications. **Level II:** SCAG and governmental reporting requirements; pertinent Federal, State and local laws, codes and regulations; organizational and management practices as applied to the analysis, evaluation, development and implementation of budget and grant programs, policies and procedures; project management principles and concepts; principles of government fund accounting; sources of information related to a broad range of budget and grant programs, services and administration.

Ability to:

Both Levels: Plan and organize work to meet deadlines; review and edit documents for accuracy and completeness; prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.; create and maintain accurate files, records, and spreadsheets; work cooperatively and productively as a member of a team; establish and maintain effective working relationships with staff, managers, vendors, and consultants. **Level II:** Independently organize and complete assigned tasks under minimal supervision; research, analyze, and evaluate budget and grant programs, policies, and procedures; conduct research on a wide variety of budget and grant topics; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; conduct research on a wide variety of budget and grant topics.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1931

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from three HMO and three PPO CalPERS health plans and two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period or 12 days per year.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles, and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

The SCAG office is located in bustling downtown Los Angeles (L.A.). L. A. is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.